



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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Vol. 10, no. 7

GP 3.16/3-2:10/7

April 28, 1989

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## New Address for Needs and Offers List

Nancy Hanks, editor of the Needs and Offers List, has moved to Pennsylvania. The new address for the list is:

Nancy S. Hanks  
Serials Dept., Bailey Library  
Slippery Rock University  
Slippery Rock, PA 16057

Lists previously sent to Nancy at her former address at Washington State University will be forwarded to her, so there is no need to duplicate lists already sent.

Reminders to those sending contributions for the list:

- 1) Identify the category of your items, NEEDS or OFFERS (not "Needs and Offers")
- 2) For monographs, please include the publication date
- 3) Put your contact name and address at the END of the list, followed by a row of asterisks (or other mark).

When these guidelines are followed it makes the list more informative, and much easier and faster to compile. Thanks to all of you who have been contributors!

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## Cataloging Update

[Presentation by Gil Baldwin at the Spring, 1989  
Meeting of the Depository Library Council]

Good afternoon. I'm Gil Baldwin, Chief of the Classification & Cataloging Branch at the Library Programs Service, the people who bring you the *Monthly Catalog* and the GPO cataloging tapes. Since this is the first time in years that cataloging has actually made it onto the Council agenda, I thought I could cover two major areas and, time permitting, take some questions. First I'd like to give you an overview of the LPS cataloging operation, and then talk about the tapes and some tape-user issues in a more in-depth way. Recognizing that these are topics about which the degree of interest is, to put it politely, uneven, I'll keep the introduction brief, and then we'll lock the doors before the technical talk about the tapes.

In terms of workflow, cataloging is the last of the LPS technical processes. Everything else has already happened in the life-cycle of a publication before it is received for cataloging. Each publication has already been classified, converted to microfiche, and distributed before it comes into our area. The staff currently consists of sixteen catalogers and four supervisory librarians primarily concerned with the quantity and quality of bibliographic records, and one administrative librarian and three editorial assistants primarily dedicated to *Monthly Catalog* preparation. Naturally, there are some functional overlaps, as the catalogers help edit the catalog, and the editorial staff prepare the abbreviated citations which appear in the "List of Special Materials" portion of the catalog. Together, this staff catalogs about 28,000 records each year, and prepares the twelve regular *Monthly Catalog* issues, the annual *Periodicals Supplement*, the semi-annual and annual cumulated indexes, and the *U.S. Congressional Serial Set Catalog*. Counting both hard copy and microfiche, there are now 2,433 paid subscribers to the catalog, and 1,483 depository recipients. GPO has but one tape subscriber, which is OCLC, and the GPO tapes are purchased by 19 additional subscribers through the Library of Congress.

All of our incoming cataloging is processed following the priority system contained in the *GPO Cataloging Guidelines*, which gives the highest priority to Congressional work, then to documents mentioned in the media because we know the demand will be high in your libraries, and shades down through technical reports to documents not distributed to depository libraries. Our backlog, which today contains about 5,500 publications, or ten weeks worth of work, consists almost entirely of the latter two categories, with the high priority items generally being cataloged within a few days of their receipt in the Branch. Just one year ago, the cataloging backlog was over 9,600 publications, so the good news is that the LPS staff has reduced it by over 4,000 in one year. The bad news is that the backlog reduction is partly the result of so many

documents being caught in the various Micrographics backlogs and not being available to be cataloged.

All of our cataloging is done on-line through OCLC, and is available to depositories who use OCLC immediately. Because of the production cycle, that same record will not appear in a printed *Monthly Catalog* for an average of ten weeks after it enters OCLC. To give you an example of the time lag involved, today the catalogers back at LPS are entering records for the June issue. Tapes are released to the Library of Congress Cataloging Distribution Service (CDS) before the catalog is printed, and users generally get their hard copy issue from GPO and the tape version from CDS about the same time.

All of GPO's cataloging is done to the most exacting standards of AACR2, and uses LC subject headings. We have been an independent NACO participant for all name authority headings for years, and in fact were the first institution into the program back in 1977. Currently we are contributing most of our new name headings to the national authority system via the Linked Systems Project, or LSP, and we have been a CONSER participant since 1981. Our staff devotes considerable attention to these national commitments, and must strike a daily balance between the production requirements of the *Monthly Catalog* and a national library role. GPO uses the OCLC master mode, a closely-guarded capability that allows us to overwrite any member-input record on their system to reflect GPO's cataloging.

Now before we get into the portion of the session on the tapes I'd be happy to take any questions about the cataloging operation in general. Remember, I'll also be here for the open forum tomorrow ...

I'd like to thank the Chair of Council for giving me the opportunity to spend some time here talking about some of the issues concerning the GPO cataloging tapes. When GPO got involved with OCLC and initiated the current production system back in 1976, it was done to streamline production of the *Monthly Catalog*. The primary product was the hard copy catalog, and the machine-readable products and OCLC data base records were considered a nice side-benefit; an artifact of the production process. In recent years, so many libraries are using GPO's machine-readable data, by loading tape data in their online catalogs, or by using one of the many private sector CD-ROM products or data bases, that I think of the tapes as the tail that outgrew the dog! Recently, there has been more discussion about the tapes than ever, and numerous opinions expressed about what the tapes ought to be or contain. What is lost in many of these discussions is the understanding, that for GPO, the tapes are still a by-product, a stepchild of the production process for the hard copy and fiche catalog. In talking with tape users, potential customers, vendors, and so on, it has become apparent that the time is ripe for dialogue about how the tapes might be improved to better serve their users. What I want to do here today is to open that dialogue, first by establishing some definitions of terms that crop up frequently in discussions of the tapes. Then I'd

like to describe the legal basis for our practices; tell you a little about GPO's procedures; then enumerate some of the issues, at least from the LPS point of view, and finish up with what I think the users would like to see. Hopefully, we'll be able to identify some common ground for future action. Now I recognize that this a topic that may make a lot of eyes glaze over, so for the truly dedicated a discussion period on this same topic will follow my remarks.

#### Definitions

**Availability record** - often referred to as duplicate records, these are piece-level cataloging records for individual issues of serials or volumes of multipart monographs. For example, there will be an availability record in the *Monthly Catalog* and on the GPO tape for each issue of an annual report, but each of these records has the same OCLC control number and is derived from a single OCLC record.

**Produce** - the OCLC transaction that, in the simplest terms, results in catalog cards and *Monthly Catalog* records. In the case of serials or volumes of a multipart item, the record that is produced will be the availability record carrying item-specific data for the piece being cataloged. This same record will ultimately appear on the GPO cataloging tape sent to CDS.

**Update** - the transaction on OCLC that permanently changes the master record on the data base. GPO catalogers do "update" transactions, such as adding the class or sales information, on all member-input records and many GPO-input records which they use. Corrections to existing records also use the "update" transaction.

**Duplicate** - this depends on who is using the term. To GPO a duplicate is an extra bibliographic record for the same physical piece. To a vendor processing the tapes, a duplicate occurs when there are two or more bibliographic records with the same OCLC control number.

**OCLC transaction tape** - the unedited OCLC-MARC format tape which GPO receives from OCLC, containing all of GPO transactions on the system, both "Updates" and "Produces."

**GPO Monthly Catalog tape** - a machine-readable version of the records in the *Monthly Catalog*, including the availability records. This tape contains edited data and represents the "Produce" transactions only. These tapes are available from GPO in OCLC-MARC format or from CDS in LC-MARC format. All current vendor products are based on the CDS version of the tapes.

**"Pure" serial record** - the record, entered by GPO into OCLC, which represents a publication "issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely"--(AACR2). The most analogous GPO

records are found in the *Periodicals Supplement*, which contains records for serials issued three or more times per year, also known as "contins" in GPO jargon.

**Multipart item** - "A monograph complete, or intended to be completed, in a finite number of separate parts"--(AACR2). The "open entry" typifies this type of record.

Now a little bit about the underlying reasons for doing what we do. GPO has a long history of providing availability records in the *Monthly Catalog*. The legal basis for this practice is found in Title 44, U.S. Code, Section 1711, which states that "the Superintendent of Documents shall prepare a catalog of Government publications which shall show the documents printed during the preceding month, where available, and the price." GPO also attempts to provide piece-level information on the depository distribution status of publications. The *Monthly Catalog*'s format and structure is guided by the directions of the Joint Committee on Printing, and although LPS or the Council may recommend changes to the catalog, they must be approved by the JCP.

GPO provides availability records for serials following an arbitrary guideline based on frequency of publication. At GPO, serials are defined as being issued less than three times per year, and each issue has an availability record in a regular *Monthly Catalog* issue and on the corresponding MoCat tape. Contins, which are publications issued three times or more annually, are represented by a collective, or "pure" serial record in each year's *Periodicals Supplement* issue and on its tape. The duplication problem still exists for contins because repeating the collective record over each year results in multiple occurrences on the cumulated tape file.

The availability record issue also concerns individual volumes of multipart monographs, such as Congressional hearings, and individual sheets of certain extensive map series, such as the topographic quadrangles for a state. In each case, there is a collective record on OCLC with a unique control number, which is used to generate piece-level records for individual volumes or map sheets in the *Monthly Catalog*. This practice results in multiple records on the tapes with the same OCLC control number. When tape users attempt to process or load the tapes great difficulties are encountered because of the duplicate OCLC numbers.

I suggest that LPS, the Council, the JCP, the depository libraries, and the vendor community should consider the following issues and possible courses of action:

- A) Has GPO's machine-readable cataloging become more important than the traditional *Monthly Catalog*, and if so, what changes should be made in cataloging policy?
- B) Can a comprehensive solution be developed that addresses both *Monthly Catalog* and tape requirements, without setting up multiple production tracks that will stretch

limited LPS resources? If the recommended solution involves more complex processing at LPS, is the user community prepared to accept any resulting delays?

C) Should LPS change cataloging policy to eliminate availability records for serials, multipart monographs, or maps?

D) Is more timely or comprehensive cataloging by GPO a desirable goal? For example, a goal could be that publications are cataloged and on OCLC by the time the depositories open and process shipments.

E) Should alternative methods for bibliographic control of serials be considered?

Options include continuing the *Periodicals Supplement* in its present form, or making it a true "Serials Supplement" and put all serial records in a single annual issue, or simply including pure serial records in the regular catalog issues when changes occur.

F) Should the tapes be designated the de facto *Monthly Catalog*, meeting the requirements of Title 44, and the paper and microfiche versions phased out? This option would save nearly a quarter million dollars per year in production costs and release several positions to concentrate on other cataloging functions.

G) What do vendors and other tape users want? Based on numerous conversations that I have had, there are several common threads.

Vendors want:

1. Collective records to be on the tapes.
2. Duplicate or availability records off the tapes.
3. A mechanism for GPO to include identifiable (tagged or coded) update or correction records through the tapes.
4. More timely and comprehensive cataloging by GPO.
5. Complete tape documentation provided by GPO and/or LC, including timely notification of changes.

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## USGS Map Distribution Made Simple

The USGS/GPO cooperative map project has been operating for over four years since its inauguration in October 1984. Yet the processing that occurs between selecting the map item numbers to receiving the map rolls may seem mysterious to depository library staff. The following explanation is designed to clarify this process.

Federal depository libraries and their selective housing sites have one opportunity annually to select USGS maps (0619-alpha-numeric item numbers). Librarians mail the "Amendment of Selections" green postal cards to the Library Programs Service (LPS) during the Item Selection Update Cycle which occurs during May and June of each year. During July and August, LPS staff input item number additions and deletions into DDIS (Depository Distribution and Information System). Once input is completed, LPS sends a magnetic tape to the U. S. Geological Survey's National Mapping Division in Reston, Virginia. The Reston staff add information on the LPS tape to the USGS computer system so that their distribution center in Denver can generate mailing labels. All new map selections become effective on October 1 of each year. Deletions become effective semi-annually.

USGS consolidated its eastern and western map distribution facilities into Building 810 in the Denver Federal Center in 1986 in order to realize an annual cost savings of over \$1 million. During the consolidation, a total of 185 18-wheeler tractor-trailer trucks delivered 3700 tons of maps and books to Denver. Building 810 is massive, containing approximately 17 acres under one roof. About 10,500 linear feet of shelving - with 2500 linear feet reaching 16 feet high - holds its stock of maps: approximately 100 million sheets representing 70,000 different map titles.

Today, the maps are produced at the USGS printing facility in Reston. The maps, both flat and folded, are printed in a variety of quantities. They are stacked until they reach 3 feet high, then the maps are strapped to pallets. The pallets wait in the loading area until 40,000 pounds are accumulated; this is enough to fill a semi-truck. At least twice a month, a semi-truck departs from Reston for Denver. After several days on the road, the truck reaches Building 810.

USGS staff enter information from the lower right corner of each map into the USGS distribution center computer system for stock control inventory. The majority of the maps are then shelved while the remainder are prepared for mailing to priority customers and depository libraries.

Using the LPS supplied data, the Denver staff generates mailing labels by type, such as "TQ all", and by individual states. One copy of each map awaiting shipment is pulled to prepare the packing slip. Sufficient copies of the packing slip are duplicated

for mailing to all map depositories.

Depending on the mailing label, the remainder of the maps are pulled from the shelves, wrapped in tubes, and mailed. The most economical method for mailing is batching maps by contiguous states and mailing by Fourth Class postal rates. All map depositories receive a copy of each packing slip whether an item number is selected or not.

Map depositories send claims for missing and/or defective maps to the Product Distribution Policy Office, National Mapping Division, Reston, VA. Mr. Charles Bennett, the USGS map program coordinator, determines the validity of the claim using the GPO-supplied information. Valid claims are forwarded to Denver, CO for fulfillment. Claims are mailed to depositories by First Class mail. Occasionally, USGS has insufficient copies of flat maps to fulfill depository claims. Instead, the Denver staff substitutes a folded map of the same area.

In order to make the map partnership work more smoothly, USGS suggests that map depositories first try contacting their nearby Regional for a copy of a missing map packing slip. Obtaining a photocopy is speedier this way rather than sending a request to Reston. Please do not claim maps which do not appear on packing slips. USGS monitors its New Publications of the U. S. Geological Survey and a trigger mechanism ensures that the maps are eventually distributed.

LPS and USGS are hopeful that this explanation of the map shipment routine is useful. For questions on GPO's role, you may wish to contact Sheila McGarr, Chief, Depository Administration Branch, Library Programs Service (SLLA), U. S. Government Printing Office, Washington, DC 20401, (202) 275-1071. For questions on USGS responsibilities, you may wish to contact Charles Bennett, Product Distribution Policy Office, National Mapping Division MS 508, U. S. Geological Survey, Reston, VA 22092, (703) 648-5774.

[The article above is based upon on-site visits by Sheila McGarr to both the U.S. Geological Survey's distribution center in Denver and to its National Center in Reston and upon information appearing in the NCIC Newsletter, #18, Spring 1987, distributed on shipping list 87-296-P, May 21, 1987, SuDocs class I 19.71:18, item number 0624-E.]

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## Presidential Commissions: Three Item Numbers Cancelled

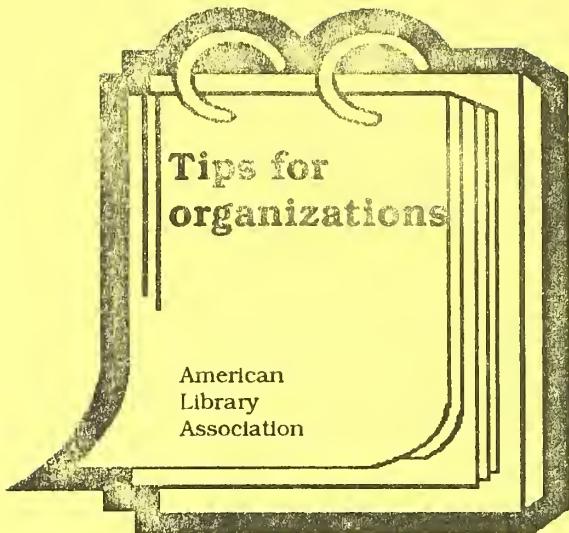
Currently, if depository libraries wish to receive **all** documents from Presidential Commissions, they must select four item numbers: 0851-J, 0851-J-03, 0851-J-04, and 0851-J-05. This proliferation of item numbers occurs because DDIS (Depository Distribution and Information System) database limits the number of active and inactive SuDocs class stems to 16 per item number. It is essential to retain inactive class stems in the database for the annual production of the Inactive or Discontinued Items List.

This arrangement has its shortcomings. Librarians anticipate the arrival of a new commission report only to discover that the SuDocs class stem assigned falls under an item number which has not been selected. Thus, the library must purchase the report for its patrons.

The Depository Library Council addressed this situation in its recommendation #6 from its Spring meeting in Pittsburgh, Pennsylvania. The Council urged LPS to "review procedures for assigning item numbers for Presidential Commissions and assign a single item number."

LPS has examined the creation of item numbers, the assignment of SuDocs classes, and survey methods for Presidential Commissions. As a result of its review, LPS has cancelled item numbers 0851-J-03, 0851-J-04, and 0851-J-05 and merged the library selection records into item number 0851-J. Because of this action, only the phrase "PR 41.8: Special Committees and Commissions (P) 0851-J" will appear in the List of Classes. (Individual Commissions will retain individual SuDocs class stems, however.) While the depository community will sacrifice the individual listing by Cutter number of active presidential commissions in the List of Classes, they can be assured of receiving all presidential committee and commission documents distributed under item number 0851-J.

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## Partnerships in Action

National Library Week 1989 focuses on the people behind the service with the theme, "Ask A Professional. Ask Your Librarian." The campaign will be launched during the annual observance April 9-15 and run throughout the year. If you have questions or need assistance, please contact the Public Information Office, American Library Association (ALA).

1. Spread the word. Librarians are **the** information professionals and they are there to help. Librarians can save you time and money by helping to answer a myriad of questions . . . everything from how to write your state senator to how much your old car is worth. Many libraries have computerized database systems offering access to specialized research sources.
2. Invite speakers from the American Library Association to speak at national or state conferences. Censorship, literacy and less access to government information are among topics with broad appeal.
3. Run public service ads from the American Library Association in national, state and local publications.
4. Publish an article about librarians in your newsletter and magazines. Editors of Partner publications will receive a press kit of materials from ALA.
5. National Library Week is the perfect time to recognize your staff librarian either by running a special feature in your magazine/newsletter, or awarding a special token of appreciation.
6. Adopt a librarian. Send informational materials about your organization. Offer to do a display or exhibit. Ask how the librarian can assist your organization and its constituents.
7. Support a scholarship for a librarian.
8. Support your staff librarian. Make sure the librarian is highly placed on the organization chart. Survey your organization's information needs to evaluate whether there is need for an additional librarian.
9. Write a letter to the editor praising the role of librarians in promoting books, reading and information access in our society.

## Partnerships in Action

### Tips for organizations

10. Looking for an excuse to celebrate? Throw a National Library Week party. Decorate with posters from the American Library Association (samples are supplied to Partner liaisons). Give posters as door prizes. Encourage guests to come dressed as their favorite authors or book characters. Invite volunteers to read from their favorite works.
11. Encourage affiliates to contact their local public librarians and volunteer support.
12. Support and encourage local government funding for libraries.
13. Invite librarians to give regular book talks during the lunch hour or to write book reviews for your publications.
14. Libraries and librarians aren't what they used to be. Ask your librarian to arrange a tour, write an article. Make sure everyone on your staff has a library card and knows how to use it.
15. Write to your congressional representatives and let them know your concern for adequate funding for libraries and literacy programs.
16. Borrow the National Library Week preview videotape (VHS) from the ALA Public Information Office to generate ideas and enthusiasm.
17. Read and use the *1989 National Library Week Campaign Publicity Book* for more ideas on how to adapt the campaign for your organization. Included are sample proclamation, press release, announcer copy and public service ads.
18. Display the posters from the American Library Association in your staff lounge, cafeteria or throughout the building.
19. Join your local Friends of the Libraries support group. Encourage business groups to get involved.
20. Encourage your members to share the love of reading and libraries by giving books as gifts, taking a friend to the library.

# WHAT EVER HAPPENED TO . . . ? ? ?

AN-v10-#7-4/89

1989-04

DATE March 17, 1989

PAGE 1 OF 1

CLASS NO.	ITEM NO.	STATUS
A 13.69/10:	0079-D-02	Publications Quarterly List, October-December 1987 (P) and April-June 1987, will not be sent to depository libraries as the agency was not able to furnish sufficient copies for distribution.
C 55.2:C 73	0250-E-02	<u>NOAA Visual Communications Standards</u>  LPS did not receive sufficient copies of this title to make complete distribution to all libraries and rain checks were furnished to libraries not receiving this publication. (mailed on shipping list 89-61) However, the agency has now informed LPS that the cost of reprinting this issue is prohibitive and we regret that no rain checks will be honored.
D 1.2:B 29	0306	<u>Base Realignments and Closures, A Report to the Defense Secretary's Commission</u> , December 1988. The agency has informed LPS that this title will be distributed in microfiche format instead of paper format because the agency cannot furnish paper copies.
ED 1.310/2:	0466-A-03	<u>Fall Enrollment in Colleges and Universities</u>  1983 edition was the last issue mailed to depository libraries. Later issues of this title have been ordered from the agency and will be distributed at a later date.
HE 23.10:	0529-A-01	<u>Human Development News</u>  The last issue distributed was Fall 1985. The agency plans to continue publishing this title but due to budget cuts no date for delivery can be furnished.  <u>The following publications will not be distributed to libraries as the cost of reprinting these titles is prohibitive:</u>
P 1.26:98A	0837-H	<u>Prime Space Available Now</u>
Pr Ex 3.10/4:B 39/6/ sh. 6	0856-A-01	<u>Beijing Sheet 6</u>
Pr Ex 3.10/4:M 28/2	0856-A-01	<u>Mainland Southeast Asia</u>
Pr Ex 3.10/4:W 52 b/4	0856-A-01	<u>West Bank and Vicinity</u>

# WHAT EVER HAPPENED TO . . . ? ? ?

AN-v10-#7-4/89

1989-05

DATE April 4, 1989

PAGE 1 OF 1

CLASS NO.	ITEM NO.	STATUS
AE 1.102:F 21	0569-B-02	<u>Our Family, Our Town</u>  This publication will not be sent to depository libraries, the National Archives and Records Administration informed Library Services Program that this is not a Government publication as defined by Title 44 U.S.C.
ED 1.44:981	0455-A-10	<u>Women's Educational Equity Act Program Annual Report</u>  Library Program Services has been informed by the Department of Education that no annual issues of this publication were published for the years 1981, 1983, 1984, 1985, and 1986.
Y 3.Ad 9/8:11/v.12, no.4	1049-D	<u>Intergovernmental perspectives</u>  Library Program Services has been informed by the U. S. Advisory Commission on Intergovernmental Relations, that volume 12, number 4, of this publication was never published.
Y 3.H 71:12	1089	<u>I Have A Dream Poster</u>  Library Program Services has determined since the material is dated and the cost of reprinting is prohibitive, no rain check shortages will be made on this publication.

# Update to the LIST OF CLASSES

1989-05

**DATE** March 17, 1989

**PAGE** 1 **OF** 1

<b>CLASS NUMBER</b>	<b>ITEM NUMBER</b>	<b>CHANGE/NOTICE</b>
C 55.416/18:	0192-A-05	Special Notice (series) (P) will be added to item number 0192-A-05.
C 55.418/6-2:	0191-B-11	Posters (P) will be added to item number 0191-B-11.
ED 1.111/2:	0460-B-01	Directory of Public Elementary and Secondary Education Agencies (annual) (P) will be added to item number 0460-B-01.
ED 1.327:	0461-D-05	Youth Indicators, Trends in the Well-Being of American Youth (annual) (P) will be added to item number 0461-D-05.
HE 20.3612/3-8:	0508-E	Medical Subject Headings, Supplement to Index Medicus (annual) (P), will be added to item number 0508-E.
I 29.117/3:	0648-P-01	Landmarks at Risk (irregular) (P) will be added to item number 0648-P-01.
J 1.14/20:	0722-A-02	FBI National Academy Associates Newsletter (quarterly) (P) will be added to item number 0722-A-02.
S 1.41:Se 2	0864-B-06	Posters (P) will be added to item number 0864-B-06.
VA 1.20:	0986	Change title from Index to V.A. Publications (P) to Department of Veterans Affairs Publications Index (P).

# Update to the LIST OF CLASSES

AN-v10-#7-4/89

1989-06

DATE March 27, 1989

PAGE 1 OF 1

CLASS NUMBER	ITEM NUMBER	CHANGE/NOTICE
C 3.150:	0148	Change format from MF to Paper.
D 1.87/3:	0306-A-21	MILSTRIP, Defense Program for Redistribution of Assets (DEPRA) Procedures, (P) will be added to item number 0306-A-21.
The Defense Mapping Agency informs LPS the		following series have been discontinued:
D 5.325/2:	0379-G-01 to-09	Series 1146 Area Outline Maps (P).
D 5.326/6:	0379-F-03	Series 1148- The World (P).
D 5.327:	0379-H-01 to-09	World Plotting Series 1147 (P).
D 5.329:	0379-L-01 to-03	Series 1211 Mid-East (P).
D 5.337:	0379-F-09	Series 8205 and 8206 United States (P).
E 1.68/2:	0474-B-07	Change format from Paper to MF.
E 1.110:	0474-B-07	Newsletter, Pacific Basin Consortium for Hazardous Waste Research (P), will be added to item number 0474-B-07.
HE 20.3058:	0507-A-38	National Institutes of Health Disease Prevention Report (annual) (MF) will be added to item number 0507-A-38.
HE 22.37:	0512-A-24	HCFA Common Procedure Coding System (HCPCS) (Non-CPT-4 Portion)(annual) (MF) will be added to item number 0512-A-24.
HE 22.36:	0512-A-22	Medicare/medicaid sanction- reinstatement report (irregular) (P) will be added to item number 0512-A-22.
Y 3.F 31/21-3:	1061-G-01	FLRA Report of Case Decisions and FSIP Releases, with multiple classes such as Y 3.F 31/21-3:2 and Y 3.F 31/21-3:14-3 thru 14-10, will be sent as related material under item number 1061-G-01.

# Update to the

## LIST OF CLASSES

1989-07

**DATE** March 31, 1989**PAGE** 1 **OF** 1

<b>CLASS NUMBER</b>	<b>ITEM NUMBER</b>	<b>CHANGE/NOTICE</b>
A 77.12/a:	0025-A	Agricultural Research (separates) (P) will be added to item number 0025-A.
D 207.208/2:	0404	Change title from Rate Training Manual (P) to Training Manual (P).
HE 3.88/2:	0516-A-01	Change title from Your Social Security Rights and Responsibilities Retirement and Survivors (annual) (P) to Your Social Security Rights and Responsibilities Retirement and Survivors Benefits (annual) (P).
HE 20.3/2:	0483-I	Commissioned Corps Bulletin (monthly) (P) will be added to item number 0483-I.
HE 20.3057:	0506-A-24	The Bear Essentials (quarterly) (P). Change class and item numbers from HE 20.3191:;0507-G-37 to HE 20.3057:; 0506-A-24.
PM 1.52:	0291-G-01	Chicago Regional Training Center Course Announcements will not be sent to depository libraries because this publication is required for official use only according to 44 U.S.C. § 1902.
NAS 1.1/5:	0830-A-01	Annual Report to the Administrator, The Office of Exploration (annual) (P) will be added to item number 0830-A-01.
Y 4.Se 2/11:	1089-C (P) 1089-D (MF)	CSCE Digest (monthly) (P) will be added to item numbers 1089-C and 1089-D.

## Activities Being Planned In Conjunction With Fall Council 1989

## 1. Round Table Discussion

An informal round table discussion by public libraries at the spring 1989 Council identified a need for training in the use of information in electronic formats.

In response, a workshop is being planned for Friday afternoon, October 20, between 1:30 p.m. and 5:30 p.m. We would like to solicit input from any interested depository library so that we can determine content, space needed, etc. Space is not available at the Rosslyn Westpark Hotel so another site is being arranged. Please respond as soon as possible. We realize that it is early to make a commitment and that your response is only an indication of interest.

Please fill out the form at the bottom of the page and send it to one of the indicated addresses (NOT to GPO).

## 2. Program on Rare Documents

On Tuesday afternoon, October 17, 1989, as part of the all-day workshop for regional librarians, a program is planned on "Rare Documents: Identification, Preservation, and Security." Although planned for the regionals, the program is open to all who wish to attend. It will be in the Rosslyn Westpark Hotel.

Topics: (please check ones you are interested in)

CD-ROM basics \_\_\_\_\_ DOS basics \_\_\_\_\_  
CD-ROM software \_\_\_\_\_ Public Access security issues \_\_\_\_\_  
Micro computer equipment \_\_\_\_\_  
Other \_\_\_\_\_

Name: \_\_\_\_\_ Institution: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

# The Ans



**Don't Settle For Half An Answer.**  
Ask A Professional. Ask Your Librarian.

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## Table of Contents

New Address for Needs and Offers List .....	1
Cataloging Update .....	2
USGS Map Distribution Made Simple .....	7
Presidential Commissions: Three Item	
Numbers Cancelled .....	9
Partnerships in Action .....	10
Whatever Happened To ...? 1989-04 .....	12
Whatever Happened To ...? 1989-05 .....	13
Update to the List of Classes, 1989-05 .....	14
Update to the List of Classes, 1989-06 .....	15
Update to the List of Classes, 1989-07 .....	16
Activities Being Planned in Conjunction With	
Fall Council 1989 .....	17

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